



Historic Stone Hall

1014 Stones River Road
Hermitage, Tennessee

Make your special event a historic experience at Stone Hall. The house, a Colonial revival built in 1918, is listed on the National Register of Historic Places. Stone Hall is stately and charming, overlooking the beautiful grounds and garden on the Stones River Greenway. Stone Hall offers a relaxing atmosphere that makes special events grand in every way--with a large, open floor plan, dramatic architecture and features, and simple, ease of style. The grounds are magnificent! Enormous trees provide plenty of shade, the garden boasts in beautiful, seasonal color with over 40 different types of plants, trees, and flowers that are true to its original design and an enchanting garden gate—all nestled on the Stones River at one of Nashville's loveliest Greenway trails! You can imagine the amazing pictures you'll have from an event at Stone Hall!

Weddings, receptions, rehearsal dinners, parties, meetings, and celebrations can be held indoors or in the garden. The grounds provide plenty of space for a dance floor, outdoor dining, a photo booth, games, and more.

Event Reservation

Your event reservation is subject to availability and approval by the Greenways staff. The minimum rental period is 4 consecutive hours. A date is not reserved until the signed contract is returned along with a deposit of 50% of the total rental fee. There is a fee of \$25 for all returned checks. Rental hours must include set up, drop off, event time, and clean up. If additional time outside your initial rental period is required for deliveries and/or drop off, you will be required to pay an additional fee for a member of the Greenways staff to be present at that time. If you are interested in the amount of daylight you will have to work with for your event, go to www.sunrisesunset.com.

Payment

Payment by personal check or cashier's check must be made payable to **GREENWAYS FOR NASHVILLE**. Cash is not accepted. When paying with a credit card, a fee of 5% of the total amount of that payment must be included in the payment. Credit card authorization form must be completed and signed.

Cleaning/Damage Deposit

A \$500 cleaning/damage deposit covers the cost of repair for any damages and/or staff overtime or work that your event causes. In the event that damages or additional fees incurred by your event exceed \$500, you will be made aware of the cost of repairs/replacement and your credit card will be charged that amount plus a 5% processing fee.

The cleaning/damage deposit must be paid by check made payable to Greenways for Nashville, and is due with your contract and rental deposit in order to reserve your date. The cleaning/damage deposit check will not be deposited upon receipt.

The cleaning/damage deposit will be deposited after your event in the event that:

- Stone Hall house, garden, and grounds are not left at the conclusion of your event in the same condition in which they were found;
- There are damages to the house, garden, grounds, structures, or property incurred during your rental period;
- Stone Hall staff has to move tables, chairs, etc. to their original places
- Stone Hall staff has to clean the house, garden, grounds, or remove trash from the property; or
- You exceed the time constraints of your rental period.

The cleaning/damage deposit will be returned to the payee within 30 days after your event, provided the following guidelines are met:

- Stone Hall house, garden, and grounds are left at the conclusion of your event in the same condition in which they were found;
- No charges are levied for staff help in moving tables, chairs, etc. to their original places;
- No charges are levied for staff help in cleaning the house, garden, grounds, or removing trash from the property; and
- You do not exceed the time constraints of your rental period.

Loitering on the grounds, refusal to comply with the Historic Stone Hall Policies and Guidelines, or defacing anything on the property before, during, or after your event will result in the loss of the cleaning/damage deposit.

You must fill out the credit card authorization form and return it with your Cleaning/Damage Deposit. DO NOT INCLUDE THE Cleaning/Damage Deposit in the payment for your rental deposit. You must pay with a separate check.

Returned Checks

There will be a \$25 fee for any check(s) returned by the bank for insufficient funds. In the case of a returned check, that payment must be replaced with a cashier's check and include the \$25 returned check fee in the amount paid. Personal checks will not be accepted after a check has been returned by the bank for insufficient funds.

POLICIES AND GUIDELINES:

It is the responsibility of the renter to make sure individuals and vendors involved in any part of the event are fully aware of the Stone Hall Policies and Guidelines.

If others are hosting your event with you, you **must** give their names, contact numbers, and email addresses when you submit your contract.

Renter, hosts, and guests are expected to abide by the Historic Stone Hall Policies and Guidelines. A member of the Greenways staff will be present during the rental period to be sure that the policies and guidelines are being followed. There are no exceptions to the policies and guidelines.

FACILITIES AND GROUNDS

Please keep in mind that Stone Hall is an important historical site. In order to maintain the integrity of the site, the following policies and guidelines must be met. Please make sure that your vendors are also aware of these policies and guidelines. Failure to comply with these terms will subject the renter to additional cleaning, staff and/or repair charges. A member of the Greenways staff must be present at your event to open and close the house, monitor the event, and help ensure that your event goes as planned, as well as to ascertain that all the Stone Hall policies and guidelines are followed.

Event Capacity:

Stone Hall features two front parlors divided by a central hall. The east parlor, central hall, west parlor, and the adjoining dining room comfortably accommodate up to 75 people in a cocktail setting or 50 people for a sit-down dinner. These same areas accommodate approximately 50 guests in a seated ceremony type setting.

Inside Temperature:

Stone Hall is fully air conditioned and heated, and suitable for use any time of the year.

Event Set-up and Clean-up:

The renter is responsible to provide personnel (friends or hired staff) to set-up tables, chairs, etc. and return them to their designated places. Likewise, the renter is responsible for all clean-up after the event, including any items in the garden or on the grounds. The renter must have a designated clean-up person who will be present through the end of the event and complete a walk-through with the Greenways Staff Member monitoring your event. Cleaning must include sweeping all floors and emptying all indoor trash containers. All trash **MUST** be carried off the premises. Stone Hall must be left as it was found. You will be given a Stone Hall Clean-up Checklist. Clean-up time must be included in your rental period. If clean-up extends past your rental period, you will be charged \$25 for each half hour or any part of a half hour past your rental period. You will be required to pay the Greenways Staff Member monitoring your event before leaving. If paying by check, the check must be made out to that Greenways Staff Member. Please come to your event prepared to pay for extra time.

Please help protect the floors, furnishings, mirrors, etc. by immediately cleaning up any spills, drips, and/or debris that is tracked in during your event.

Decorations:

Decorations are the responsibility of the renter and are limited to those items that will not damage or deface the grounds or facilities in any way. All decorations must be removed at the conclusion of the event. Stone Hall is not responsible for any items left on the premises.

There is a fireplace mantel in the east parlor that is often decorated. The mantel must be protected from damage such as water rings, discoloration, and other possible damages. Freestanding arrangements are permitted, provided the floor is protected by a waterproof tray. Decorations may **not** be attached to any wall. Floral arrangements in the garden, on the patios, and on the grounds are permitted. The iron gate leading to the garden may be draped with floral garlands, but you must not use any kind of device to attach anything to the gate. There are two large urns on the front steps which may be filled with floral arrangements. You may use a wreath hanger on the front door to hang a decoration.

All decorations must be freestanding. No nails, tape, tacks, **or other forms** of fasteners may be used on the house, outbuildings, trees, fence lines, or any other structures of Stone Hall. Candles are not permitted in the house, but may be used in the garden and in the lawn area. Battery operated candles are permitted inside the house.

Glitter, Confetti, Rice, Etc.:

Glitter, confetti, rice, etc. for tossing at the bride and groom's send-off are **not** permitted. Any ideas for items to use for the send-off must be approved by a Greenways staff member.

Furnishings:

The table in the east parlor may be moved within the parlor, but must not be moved out of the east parlor. Please **lift it to move it** instead of rolling it on its legs. The sideboard in the dining room is often used to serve desserts or beverages. There is a glass cover on it for protection. All furnishings must be covered and protected before anything is placed on them. Any small furnishings in the house that are moved must be returned to their original places at the end of the event.

Kitchen and Food Prep:

The kitchen is to be used only as a prep kitchen. Food can be given final touches (e.g. sliced and plated), but cooking is not permitted. A refrigerator is provided for any items that must remain cold. Please **do not** leave items in the refrigerator or freezer.

Water:

The water at Stone Hall is from a well and is iron-rich. It can be used to rinse dishes, but it should not be used for drinking. Renters are responsible to bring their own water for drinking and for mixing beverages.

Caterers:

Caterers should be made aware of Stone Hall policies and guidelines to help protect the tables, floors, and furnishings. All catering and food supplies must be removed after the event.

Trash:

The renter is responsible for emptying the restroom trashcans as needed during their event and during clean-up at the end of the event. All trash must be taken off the property at the end of the rental period. There are no dumpsters on the property and trash may not be left indoors or outdoors.

Dishes and Flatware:

The renter is responsible for supplying all dishes, platters, bowls, flatware, glasses, serving pieces, etc.

Beverages:

Space permitting, beverages may be stored in the refrigerator. It is recommended that the renter bring an ice chest/cooler for beverages and place it on a patio. This aids in easy access and protects the floors in Stone Hall from water damage.

Alcohol:

If alcohol is to be served at your event, the details must first be approved by Greenways. Serving of alcoholic beverages must end thirty minutes before the event end time. Alcoholic drinks cannot be sold at Stone Hall. If alcohol is served, it must be served by an ABC licensed bartender **only**. A copy of the ABC license must be submitted to the Stone Hall Event Coordinator at least two weeks prior to rental date. The bartender must be present at the bar at all times during the event. Individual guests may not bring alcohol onto the premises, and may not leave the premises with poured beverages. Alcohol may only be served during the event, not during set-up and clean-up time. The Metropolitan Government of Nashville, Metro Parks, and Greenways Staff Members assume no liability for the actions of individuals as a result of serving alcohol. The renter (person that signs the contract/agreement) is solely responsible for the actions of all guests. We reserve the right to call for police assistance if necessary.

Dining Tables:

There are 5 standard 60-inch round tables that seat 8-10 people each. There are also 4 72-inch rectangular tables that are often used for desserts, gifts, displays, etc., as well as dining. All tables that are used must be thoroughly wiped down/cleaned before being returned to their storage location. The round tables may be used inside the house and on the patios, but not on the lawn or in the garden. The rectangular tables may be used inside or out, but must be thoroughly cleaned before being brought back into the house in order to protect the floors and eliminate dirt and grass indoors. The renter or caterer is responsible to provide table coverings.

White Folding Chairs:

There are 48 white folding chairs that are included in the rental. These may be used in the house or on either patio, but not on the grounds. Chairs must be wiped down/cleaned before being returned to their storage location. The renter is responsible for renting any chairs to be used in the garden or lawn.

Dining Room Table:

The dining room table measures 9 feet x 4.5 feet. The dining room table is covered with a waterproof pad that must not be removed for any reason. The waterproof pad must be wiped clean after use.

Smoking:

Smoking is not permitted in any room of Stone Hall, on either porch, or in the garden. It is up to the renter to designate a single smoking area. Smokers often use an area on the driveway in back. The renter is responsible for supplying a cigarette receptacle for smokers and for removal and disposal of all cigarette butts and trash. The renter must ensure that guests are not smoking in prohibited places.

Parking:

Cars should be parked along the circular driveway, slightly off to the right side so other cars can pass. The renter is responsible for appointing someone to provide parking direction to guests as they enter the property. Parking on the lawn is not allowed. The parking area in the back (behind the kitchen) should be reserved for caterers, individuals/companies with deliveries, and anyone in need of ADA accommodation. The renter is responsible to mark off parking in the rear for those needs. It is suggested that the renter place a sign or some type of marker at the entrance to Stone Hall at Lebanon Road to help guests find the entrance.

Handicap Access:

Stone Hall is equipped with a ramp that can accommodate wheel chairs and walkers. This ramp is in the back and joins with the kitchen.

Lighting, Music, and Dancing

Because it is extremely dark after sunset at Stone Hall, the renter is responsible for outdoor lighting to illuminate any outdoor areas used for their event. It is recommended that the front walkway to the driveway be well lit to ensure guests' safety as they walk to their cars.

Portable stereos and systems are permitted. If amplification is required, please obtain approval from a Greenways staff member. In order to protect the floors, dancing is not permitted inside the house with the exception of the traditional first dance, father-daughter dance, mother-son dance, etc. There are several areas on the grounds that will accommodate dancing and most party supply rental companies rent dance floors.

Electricity

All rooms in Stone Hall have three-pronged, 20 amp sockets. There is an outdoor outlet alongside the garden and one alongside the ramp behind the kitchen. The renter is responsible for providing all necessary extension cords.

Any items not outlined within the Historic Stone Hall Policies and Guidelines must be brought to the attention of the Stone Hall Event Coordinator before the rental date(s) for consideration by the Greenway's staff.